Adult Education Participant Accounting and Auditing Manuals

- Updated Effective July 2013

- Present at MAETC, April 8-11, 2013

- Present at MPAAA, May 6-8, 2013

- Available on Office of Adult Education website: www.michigan.gov/adulteducation

Adult Education Participant Accounting Manual Updates

- Dates and Department references

- Count dates

- Legislative references

- Removed 90 hour progress testing requirement

- Participant Eligibility Chart – removed MCTI as a program of enrollment

Adult Education Participant Accounting Manual Updates

- Attendance Requirements for Participant Eligibility

The participant was in attendance and received instruction in all classes on the count day, or met one of the following criteria:

Adult Education Participant Accounting Manual Updates

- The participant had an authorized <u>excused</u> absence on the count day, was enrolled on or before count day, and attended all classes at least once within 30 calendar days following the count day.

- The participant had an <u>unexcused</u> absence on the count day, was enrolled and had been in attendance during the current semester or trimester prior to the count day, and attended all classes at least once during the next ten (10) consecutive school days following the count day.

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- The distance learning participant was not in attendance on the count day, was enrolled on or before count day, had a minimum of five documented logins within 30 calendar days following the count day, and had weekly documented two-way communication with the certified teacher-of-record/mentor.

Adult Education Participant Accounting Manual Updates

- Attendance scenarios chart
- Section 4: Non-conventional learning methods
  - Learning Centers/Labs
  - Distance Learning
  - Aligns with Office of Adult Education Distance Learning Policy
  - Count Date Requirements
- Glossary of Terms

Adult Education Participant Auditing Manual Updates

- Dates and Department references

- Count dates

- Legislative references

- Removed 90 hour progress testing requirement

- Attendance and audit requirements for distance learning participants (aligns with Accounting Manual)

Adult Education Participant Auditing Manual Updates

- Appendices
  - Removed Optional Narrative Format (Required format in MSDS)
  - NEW Distance Learner Contact Log
  - NEW Distance Learner Log-in Log